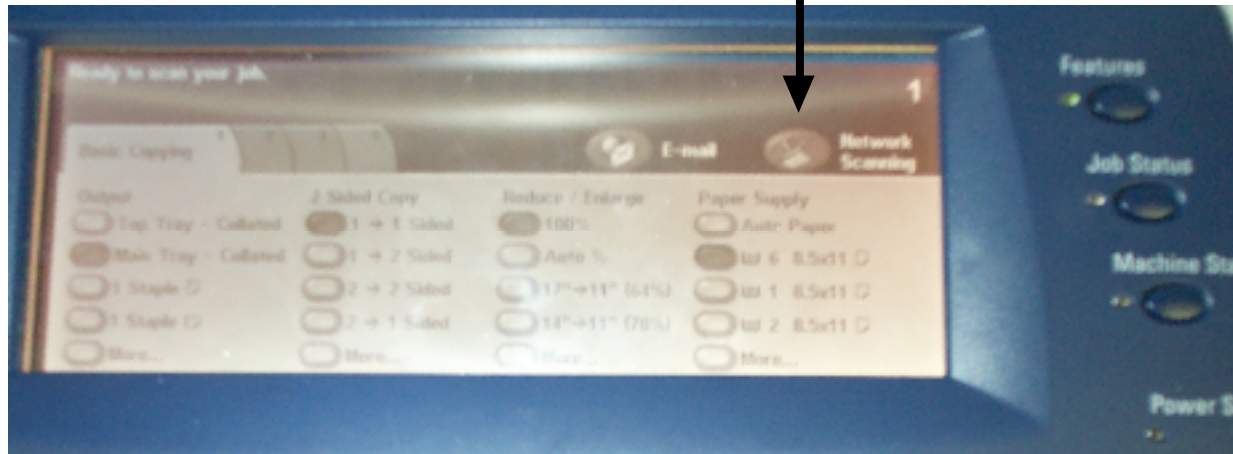


Scanning from the Xerox Machines

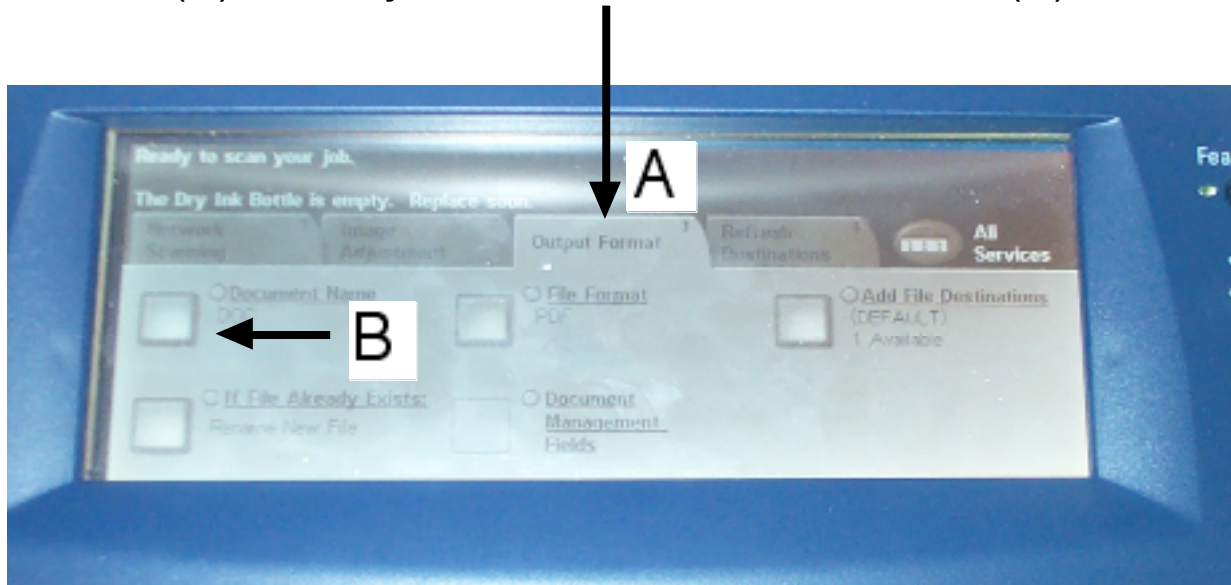
1. Go to the Xerox Machine and on the touch pad select **Network Scanning**. (See location below.)



2. A new screen appears. If you are only scanning a document you do not need to change any settings.



3. If you want to name your document you select **Output Format** (A). Then you select **Document Name** (B).

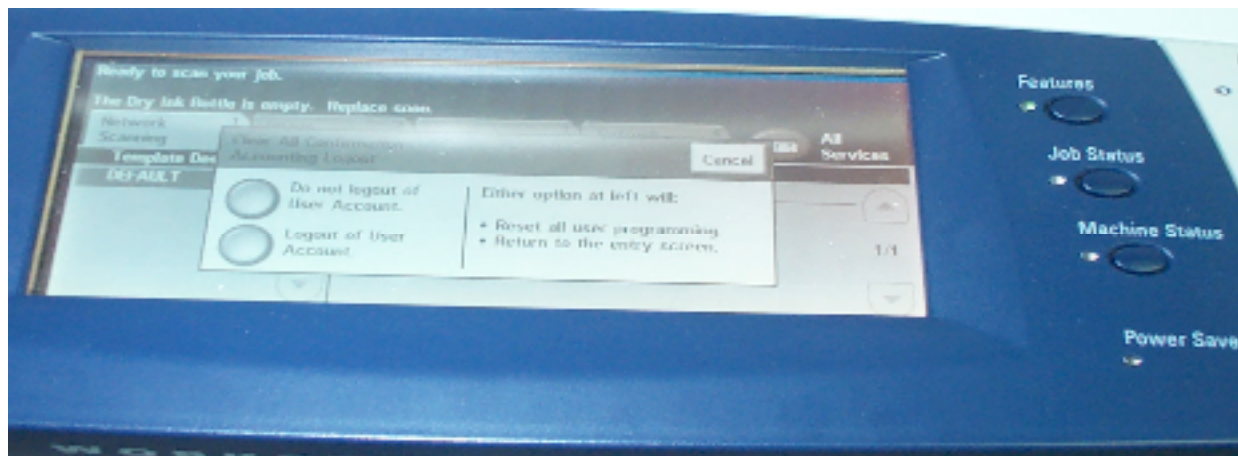


4. A keypad will appear and you can add to the document name. All Xerox scans go into a folder on the server, so it is a good idea to name your scan at the Xerox machine. Then select save.

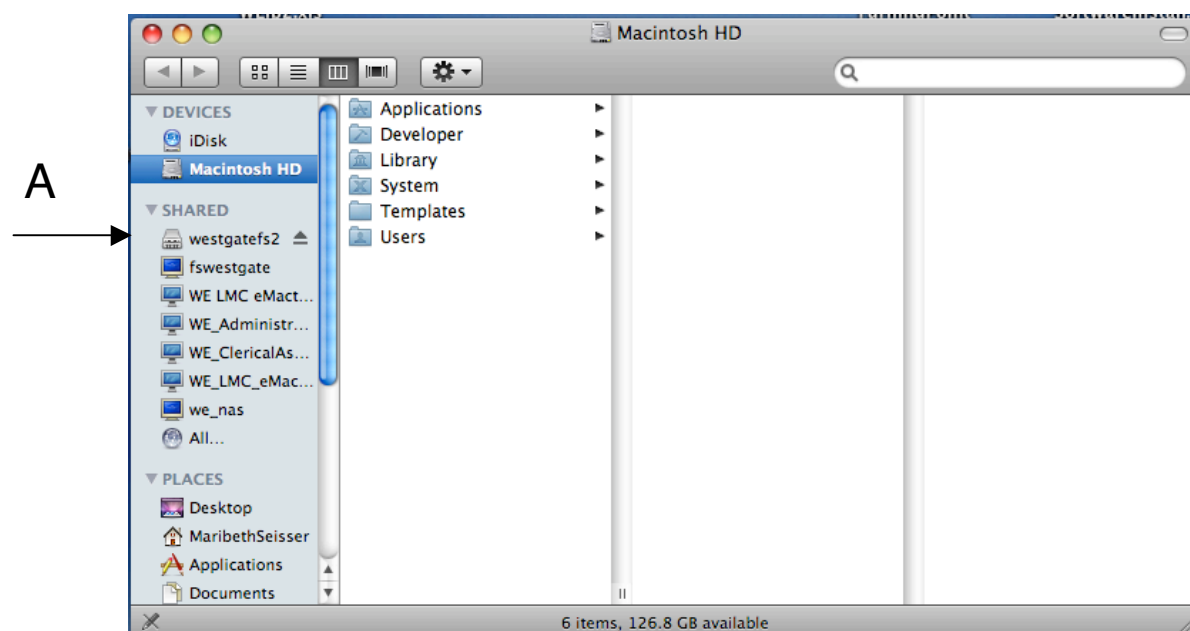


5. Insert your document as if you were going to copy it and press **Start** on the Xerox Machine. If you are laying the document on the glass, the hood needs to be up.

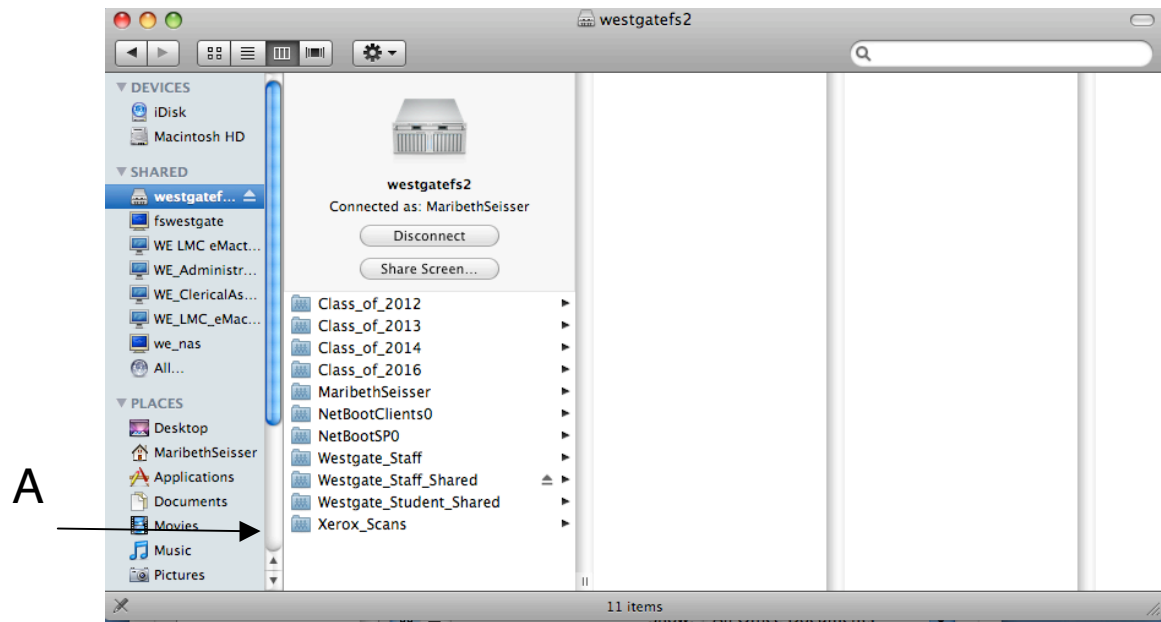
6. When you are finished scanning press **Clear All** on the Xerox panel. Then select either Do not logout of User Account or Logout of User Account.



7. The document is scanned and sent to a folder on the server called Xerox_Scans. Go to a computer and log into your server folder. When you are logged in open your Macintosh HD. Click on westgatefs2 (A)



8. Make sure your window is in Column View. Select Xerox_Scans (A). In the next column you will see your scanned item(s).



9. The scanned document will appear as a PDF. Drag this (the PDF) document to your desktop or document's folder and trash your scanned documents (the PDF and the XST) in the Xerox_Scans folder. This folder will be periodically checked and items will be trashed. Do not save the document in this folder. Either use it from your desktop or drag it into your server folder.